

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —  
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.



# CEA

## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 2, DEPUTY DIRECTOR  
OFFICE OF LEGISLATION

**SALARY:** \$5768 - \$8051

**FINAL FILE DATE:** DECEMBER 30, 2004  
(Competitors who filed applications during the recruitment period of November 29 - December 20, 2004, do not need to reapply. Your application will be considered along with those received during this recruitment period.)

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Director and Chief Deputy Directors, the CEA 2, Deputy Director is responsible for advising and assisting the Director in the formulation, implementation, and evaluation of Departmental legislative policy and programs. The Deputy Director serves as the principal advisor, advocate, and spokesperson in all matters related to state and federal legislation, and maintains a positive relationship with state legislators and federal members of Congress. The Deputy Director represents the Department when presenting legislative issues to the Governor's Office, the California Health and Human Services Agency, and legislative and congressional staff. The Deputy Director also develops and recommends legislative proposals and initiatives, and coordinates legislative testimony by departmental staff.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates if deemed necessary to make a selection.

---

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

---

## **EXAMINATION INFORMATION (CONTINUED)**

It is anticipated that examination interviews may be held during **January 2005**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Directors.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

## **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of all programs within the California Department of Social Services (CDSS), with specific background and expertise in the areas of legislation.
- b. Ability to determine CDSS' responsibilities under new or revised laws, and how to implement appropriate activities in response to those laws.
- c. Ability to represent the Department in all legislative issues with the Governor's Office, the California Health and Human Services Agency, and appropriate subcommittees.
- d. Ability to establish and maintain positive relationships and communication with the public, federal and state legislators, and the media.
- e. Ability to review all bills, identify those which impact CDSS, and provide recommendations to the Directorate.

---

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

---

**DESIRABLE QUALIFICATIONS (CONTINUED)**

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of CDSS programs and policies, and the ability to advise and assist the Directorate in the formulation, implementation, and evaluation of Departmental legislative policy and programs. Knowledge of the legislative process, bill analysis, and implementation impact to the Department. Understanding of the controversial and sometimes sensitive nature of issues related to the programs supervised or influenced by the Department. Knowledge of the organization and function of the State Legislature, U.S. Congress, the Governor's Office, and Executive Branch. Knowledge of the principles, practices, and trends of public administration, organization, and management. Knowledge of the Department's Equal Employment Opportunity (EEO) objectives, and a manager's role in the EEO Program and the processes available to meet equal employment opportunity objectives.
- (2) Ability to perform high level administrative and policy-influencing functions effectively. Ability to develop and implement specific objectives related to legislative proposals. Ability to formulate, implement, and evaluate policies related to departmental legislative issues. Ability to advise executive management on significant issues, and recommend effective courses of action. Ability to develop cooperative working relationships with all levels of government, the public, the Legislature, and the media concerning those matters which impact public assistance, social services, and/or community care licensing.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**All interested applicants must file both of the following documents:**

- 1. An Application for Examination (STD 678) AND**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position.**

**NOTE:** Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Submit these documents to: **California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814**

Applications must be postmarked **no later than** the final file date of **December 30, 2004**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Chris Wills  
at (916) 654-1679 or CALNET 434-1679.

Questions regarding the position should be directed to Janet Chacon  
at (916) 657-2598.